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BACK TO THE KEYSTONE STATE

The City of Harrisburg, on the shore of the Susquehanna River, where the piedmont meets the mountains and two great valleys merge, will be the site of MARAC's Fall 1985 meeting. From ferry crossing and pioneer outpost to the Commonwealth's capital, the latter since 1812, Harrisburg was recently named one of eight "all American" cities by the Citizens Forum branch of the National League of Municipalities. Harrisburg, rich in history, has made an important contribution to the growth and development of Pennsylvania and the Northeast. It is a city with remote river islands, 19th-century neighborhoods, market places, and proud institutions. Its elegant waterfront is a wonderful recreation area and a jogger's paradise.

Since MARAC met in Harrisburg in the Fall of 1976, the city has experienced much change and growth. Adding to the city's landscape are several new state office buildings, Strawberry Square, New City Government Center and the restoration of older neighborhoods. This year the city is celebrating the 125th anniversary of its incorporation and Dauphin County its Bicentennial. In this year of celebration, city and county officials have planned a long list of events, hoping that visitors to scheduled meetings take every opportunity to enjoy them and rediscover the area.

The conference will be held from Thursday, October 3

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The Old Capitol at Harrisburg, late 19th century (Harder Collection, PHMC)

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through Saturday, October 5, at the Marriott Hotel. Situated only minutes away from both Hershey and the capital city, it is a relatively new hotel and conference center that serves central Pennsylvania. It is accessible to the Pennsylvania Turnpike, I-81 and I-83. Harrisburg International Airport and Amtrak Train Station are only eight to ten minutes from the hotel. Because of the central location of Harrisburg, many may decide to drive to the meeting to enjoy the fall colors and the historic sites that dot Pennsylvania. Amtrak, either from the east or west, offers a scenic ride. By air, Harrisburg is served by American, Piedmont, TWA, United, and USAir.

The Local Arrangements Committee is planning activities which concentrate on the Greater Harrisburg area and Central Pennsylvania. Tours of the State Archives, State Records Center, the State Capitol and the Governor's Home are scheduled for Thursday and Friday afternoons. Special event tours - limited to fifteen to twenty persons - which include a dinner stop are planned. One trip is scheduled for Hershey, where registrants will see the Hershey Museum of American Life, Chocolate World, and Founders Hall and end the evening with dinner at the world-renowned Hotel Hershey. A second tour, conducted by a local authority, will concentrate on Lancaster and the Amish countryside. Dinner will be at the Cameron Estate Inn, which serves French-American cuisine. Attendees on Thursday evening may choose among the other fine restaurants in the area.

The Pennsylvania Historical and Museum Commission will issue a complimentary guest pass to MARAC registrants to visit any of its more that fifty historic sites and museums. In following the Pennsylvania "Trail of History" you will be able to relive moments of the past and savor the glow of autumn. On Saturday, October 5, the Pennsylvania Farm Museum at Landis Valley will be holding "Craft Day."

A reception will be held at the State Capitol on Friday evening. Designed in the classic style adapted from the architecture of the Italian Renaissance, the building covers two acres of ground and has more than 600 rooms. Although the structure is undergoing renovation, participants will be able to see many of the paintings and sculptures relating to Pennsylvania history. Of special note are the floor tile pavements designed and executed by Henry Mercer of Bucks County. There will be harpsichord music during the reception.

The Local Arrangements Committee urges everyone to arrive early to participate in the workshops, to enjoy the scheduled tours and dinners, and to see Pennsylvania's historic places. In the central Pennsylvania area there are Cornwall Furnace, Ephrata Cloister, Pennsylvania Farm Museum, the Railroad Museum of Pennsylvania, and Peace Church. Michter's Distillery, just eight miles east of Hershey, is a National Historic Landmark, predating the American Revolution. Those persons coming to the meeting from parts south in the Conference might want to stop at the Gettysburg Battlefield, which is 30 miles south of Harrisburg. In addition to expecting to experience a fine Fall program, do remember the State's slogan of "You've Got a Friend in Pennsylvania." This might be the meeting where you may choose to bring your family or a friend.

The members of the Local Arrangements Committee are: Roland M. Baumann (PHMC), chairperson, Charlotte Brown (Franklin and Marshall College), Robert Coley (Millersville University of Pennsylvania), Rebecca Hudson (Historical Society of York County), Diane Windham Shaw (Lafayette College), Martha Slotten (Dickinson College), exhibits coordinator of MARAC, and Diane Smith Wallace (PHMC), deputy chairperson.

HARRISBURG PROGRAM

The Program Committee for Harrisburg is taking its cue from findings in the state assessment reports that indicate that the collecting of historical records is looming as a major problem for all types of repositories. "Saving the Records," the theme, will open with plenary speaker Francis X. Blouin reviewing the impact of the Mellon Fellowship program on appraisal and collection development concepts. Carrying forward this theme will be sessions on automated records, the Pennsylvania-New York Central Railroad appraisal project, records management, the records of the professions, and audio-visual resources. Other sessions will focus on indexing for photographic collections, preservation surveys, physical planning and renovations, religious archives, and automation in local government records. A series of four, consecutive basic workshops will be offered as well as two pre-conference workshops on photographs and an introduction to archives.

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FINDING AIDS AWARDS

At the Spring meeting in Richmond, MARAC announced its second annual awards for excellence in finding aids. Committee members were heartened by the number of submissions and by their high quality. The committee concluded that three finding aids deserved the award and that a fourth award should be given because of the special nature of the finding aid.

For best guide to a collection, the award went to Diane Windham Shaw of Lehigh University for the Guide to the Papers of Lawrence Henry Gipson. Noted especially were the excellent format, clarity of description, comprehensive indexing, and handsome design yet moderate cost.

The award for the best subject guide went to Debra L. Newman of the National Archives for Black History: A Guide to Civilian Records in the National Archives. The extraordinary qualities noted were the well-written descriptions, clear organization, and innovative use of typography to minimize repetition in descriptive entries.

The third category noted by the committee was called "special access" and was awarded to Gary Saretzky of the Educational Testing Service for the Index to ETS Research Report Series, 1969-1982, Microfiche Edition. Special note was made of the clear organization and attractive appearance, as well as its innovative and effective combination of microfiche and hard-copy formats.

The committee also concluded that another document deserved special mention because of the extraordinary accomplishment that it represented. The special mention award was made to Peter Wosh for the Guide to Northern New Jersey Catholic Parish and Institutional Records. This guide is essentially a survey of records in many different environments.

* * *

THE DUES INCREASE

As most MARAC members are aware, our tight financial situation over the past year has prompted a discussion on raising the membership dues. After depleting MARAC's reserve fund by 60% and cutting back on some services, the need to increase the dues had become apparent to nearly everyone.

The recommendation of the Treasurer and the Steering Committee to the Richmond meeting was to increase the dues to $8. However, the discussion at the meeting was overwhelmingly in favor of an increase to $10 in order to immediately rebuild the reserve fund and to restore services. One amendment from the floor proposed the $10 level and another one recommended the $5 rate be retained for students and the unemployed. This motion was passed unanimously by the membership meeting. The new dues rate will become effective in the Fall.

MARAC can be proud of its achievements, especially for continuing education for archivists, and for maintaining as many of its activities as possible while reducing expenditures. With the increased dues income we can anticipate returning to a full scale of activities for next year. Now is the time for members to volunteer to serve on committees, to suggest program ideas, and to help develop activities which will assist MARAC in accomplishing its purposes.

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MARAC ARCHIVES

Since the Washington, DC meeting in September, 1985, approximately one linear foot of records have been added to the MARAC Archives. Included in this grouping are files generated by various Steering Committee chairs (1972-83), records of the MARAC task force on Guidelines (1981-83), the MARAC Membership Survey files (1982-83), and the original masters (with other documentation) for recent mid-atlantic archivist issues (Winter 1982 to Spring 1984).

The response to an August 1984 appeal for Rochester Meeting participants to submit a copy of their papers to the MARAC Archives has been a mixed success. Out of the approximately 40 participants, 13 responded to the appeal, and 11 submitted their papers. Of the 11 individuals who submitted papers, all gave permission to make these papers available to anyone requesting a copy, and all but one gave permission for MARAC to publish their papers at some future date.

The use of the Archives during the last six months has been largely confined to MARAC members. The most significant request came from the Secretary, Brother Denis Sennett, who requested and received photocopies of the minutes of MARAC meetings from 1972 to the present.

Any additions to the Archives should be sent to Lauren Brown, MARAC Archivist, University of Maryland Libraries, College Park, MD 20742; telephone (301) 454-2318.

ARCHIVISTS' CALENDAR

PHOTOGRAPH PRESERVATION CONFERENCES

The College of Graphic Arts and Photography at the Rochester Institute of Technology is sponsoring two conferences on photograph preservation. "Preservation of Color Photographs" will be held July 7-10, 1985. "Preservation of Black-and-White Photographs" will take place August 18-22, 1985. The fee is $425 for each session. For further information, please contact: T+E Center, College of Graphic Arts and Photography, Rochester Institute of Technology, One Lomb Memorial Drive, P.O. Box 9887, Rochester, NY 14623; telephone (716) 475-2757.

STARTING AN ARCHIVES WORKSHOP

This SAA sponsored workshop, to be held September 13-15, 1985 in Washington, DC, will provide an understanding of the nature of an archives, the theories and principles of archival administration, and an overview of the basic techniques of archival work including collecting, arrangement, description, and reference. The instructors will discuss administrative concerns such as determining what resources are required to establish an archival program, selling the idea of an archives, budgeting and staffing for the program, working with committees, and establishing effective public relations. Participants will be given the opportunity to suggest special areas of concern that they wish the instructors to address. Instructors will be Linda Henry and David B. Gracy II. The workshop fee is $125. For further information and an application form, contact the Society of American Archivists, 600 South Federal, Suite 504, Chicago, IL 60605.

ARCHIVES AND NURSING HISTORY RESEARCH

A workshop in "Archives and Nursing History Research" will be held on October 25th and 26th, 1985 at Teachers College, Columbia University. The workshop will stress the nature and function of archives and how to write and do research in nursing history. The workshop is directed by Dr. Larry Klein, Manuscripts Curator, and is designed for historians, archivists, nurses, and individuals in the health sciences. The fee is $65 and $285 for individuals desiring academic credit. For further information and registration forms contact: Office of Continuing Education, Box 132, Teachers College, Columbia University, New York, NY 10027.

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NEWS NOTES

NEDCC TO HOST CONFERENCE FOR REGIONAL PROGRAMS FOR PRESERVATION

The Northeast Doncument Conservation Center (NEDCC) has received a grant from the National Endowment for the Humanities to support a conference for leaders of regional conservation centers serving libraries and archives and other cooperative preservation programs. The two-day, invitational conference will be held in October 1985. Its purposes are to promote communication between centers, to plan for the sharing of resources between regions, and to provide a forum for articulating positions on national issues. The award to NEDCC is one of the first round of grants announced by the newly established Office of Preservation at NEH.

For additional information about the conference, contact NEDCC at 24 School Street, Andover, MA 01810; or call the Center at (617) 470-1010.

GUIDES TO WOMEN'S HISTORY SOURCES SOUGHT

Anne R. Kenney is compiling a bibliography of guides and other finding aids (published or broadly disseminated) to women's history sources in US archives and manuscript repositories. Please send titles, price, and ordering information to her at: Thomas Jefferson Library, UMSL, 8001 Natural Bridge, St. Louis, MO 63121.

APPRAISERS

The Acquisitions Section of the Society of American Archivists has compiled a preliminary list of appraisers and their specialities. For further information and to add names to the list, please contact the chair of the Section, Patricia L. Meador, 7026 Klug Pines Road, Shreveport, LA 71129; telephone (318) 797-5226.

CONGRESSIONAL PAPERS BIBLIOGRAPHY

Benjamin Primer is compiling a Congressional papers bibliography. Anyone interested in contributing to the project should contact him at the Eisenhower Library, Johns Hopkins University, Baltimore, MD 21218.

NATIONAL PORTRAIT GALLERY THEFT

The National Portrait Gallery reports the theft of four Civil War documents, taken from a case at the gallery on December 31, 1984. The four handwritten notes were signed by Abraham Lincoln, U.S. Grant, George Armstrong Custer, and George G. Meade. The Lincoln note is actually an Army pass dated September 23, 1864, introducing the artist of the painting "Grant and His Generals", Ole Peter Hansen Balling, to General Grant. The other three notes were written in 1866 on lined ledger paper and are appreciations by the generals of Balling's portraits of them. Any information concerning this loss should be reported to the Smithsonian Institution Emergency Line (202) 357-7000. Callers wishing to provide information anonymously may use the Solution Finder number (202) 287-3500.

NICLOG

The National Information Center for Local Government Records is a consortium of professional and public administration associations interested in improving the efficiency of local government and preserving essential historical sources among its records. NICLOG offers a free pamphlet on local government records and a video tape or slide/tape, "Managing Your Records to Serve the Public." NICLOG will publish a guidebook for local records later this year. For further information, please contact NICLOG, American Association for State and Local History, P.O. Box 40983, Nashville, TN 37204.

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MARAC STEERING COMMITTEE
RICHMOND, VA
APRIL 25, 1985

Bruce Ambacher called the meeting to order with all members present except Fred Miller; also attending were several newly elected members who will take office after the business meeting on April 27.

Secretary's Report: Bro. Denis Sennett reported on the membership including a breakdown for each state. There are 773 individual and institutional members. Bro. Sennett then raised the question regarding affiliation with more than one state group and stipends paid to the state caucus. It was agreed that anyone wanting to have dual caucus affiliation would pay an additional fee of $1 with their dues.

Treasurer's Report: Bob Sink distributed copies of the financial statement as of February 28 and the proposed budget for the next three years. With the proposed budget were three proposals which were presented as motions and passed:

1. Raise the dues to $8 per year (note: at the business meeting on Saturday, this was ammended and passed to increase the annual dues to $10);

2. Waive the by-law mandating that the contingency fund be equal to one year's budget;

3. Increase the profit of $1 per attendee at each conference to $2 resulting in a profit of at least $500 per conference.

Richmond Meeting: The Local Arrangement and Program Committees reported that over 300 people were registered for this conference.

Harrisburg Meeting: Martha Slotten reported that all is set for Harrisburg in October.

New York Meeting: Greg Hunter reported on attempts to locate a hotel for the meeting in New York. After much discussion, it was agreed that New York was too costly and two other sites in New Jersey would be presented to the membership at the business meeting.

Charlottesville Meeting: All seems in order for this meeting. It is believed that the individual hotel cost will be around $40-$50.

Baltimore Meeting: Pat Vanorny and Laurie Baty were named Program and Local Arrangements chairs for this meeting.

Nominations Committee: Karen Paul was unable to attend the meeting but communicated the results of the elections:

Chairperson: Robert Morris

Members at Large: Martha Slotten
Roy Tryon
Elaine D. Engst
Mary M. Wolfskill
Jodi Koste

Martha Slotten was designated the Vice-Chairperson upon adoption of the proposed constitution.

Nominations Committee: Ruth J. Simmons
Paula Williams
Sally Brazil

Arline Custer Award Committee: Jean R. Soderlund
Fynette L. Eaton

Education Committee: Bruce Ambacher announced the following members of the Education Committee: Kathleen Roe, Linda Henry, Susan Davis, and Sister Mary Ellen Gleason.

Oral History Association of the Mid-Atlantic Region requested that a member of MARAC serve as a liason with them. Fred Miller had volunteered to serve and this was accepted by the Steering Committee.

Robert Morris (newly-elected Chairperson) then addressed the Steering Committee and asked that the newly-elected and present board members send him their schedules for June, July, and August so that he may plan a Steering Committee meeting.

SAA Fellows Request: Bruce Ambacher read the SAA request for nominations and it was decided to submit this to the Education Committee.

Publications Committee: The committee did not have a formal report for this meeting, but there was discussion concerning the difficulties in distributing MARAC publications.

Archivist's Request: Lauren Brown, MARAC Archivist, requested that outgoing members of the Steering Committee turn over their papers to the archives. Lauren also reported on the present inventory of the archives collection, its use by the membership, and the response of the participants of the Rochester meeting to donate copies of their papers to the MARAC archives.

Membership Directory: Greg Hunter will ask ITT for assistance in printing the next directory.

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Semi-Annual Meetings Handbook: Bob Sink reported that this handbook was now published and would be distributed at this meeting.

New Certificates: Leslie Kopp presented the newly designed certificates to be given to MARAC award winners. Leslie was thanked for the artwork and printing of the certificate. Previous recipients of awards will also be presented with certificates.

Before adjourning, it was noted that this was probably the shortest Steering Committee meeting in recent history and should be noted in the minutes.

THIRD QUARTER REPORT

TOTAL CASH ON HAND, December 1, 1984 — $ 7,186.43

CASH ON HAND, checking account, December 1, 1984 — $ 3,776.99

	Third Quarter 12/1/84-2/28/85	Year to Date 6/1/84-2/28/85	% of Budget
Income			
Membership dues	$ 1,340.00	$ 3,427.00	98
Publication sales	26.50	235.75	47
T-shirt sales		185.00	37
Bank interest	40.07	89.42	64
maa advertising	215.65	570.65	71
Donations	20.00	60.00	--
Pennsylvania Abolition Society		500.00	100
Spring '84 Conference		2,758.66	552
	$ 1,642.22	$ 7,826.48	115
Expenses			
Newsletter	$ 817.70	$ 1,618.90	81
Nominating Committee	602.71	1,033.31	295
Publications Committee		66.26	--
Semi-Annual Meetings Task Force		20.85	3
State caucuses		76.63	11
Bank charges		10.00	25
Membership directory		122.52	--
Membership renewal	14.00	253.54	78
Mailing list maintenance	161.20	161.20	161
Spring '83 Conference		74.33	--
Spring '84 Conference		376.38	--
Fall '84 Conference		186.00	62
Fall '85 Conference		124.00	--
Spring '85 Conference	2,000.00	2,000.00	--
Steering Committee	419.79	419.79	88
Nat. Coor. Comm. for Promotion of History		150.00	100
	$ 4,015.40	$ 6,693.71	98

CASH ON HAND, checking account, February 28, 1985 — $ 1,403.81

CASH ON HAND, money fund account, December 1, 1985 — $ 3,465.67

Income			
Interest	$ 71.34	$ 234.59	65

CASH ON HAND, money fund account, February 28, 1985 — $ 3,537.01

TOTAL CASH ON HAND, February 28, 1985 — $ 4,940.82

NOTE: The money fund account is MARAC's contingency fund and is mandated to be equal to one year's budget. As of February 28, 1985 it was only at 40% of its mandated level.

Respectfully submitted,
Robert Sink, Treasurer

The Attempted Burning of John Harris - 1719 from a painting by Reader, 1839, in the State Museum (PHMC)

MARAC BUSINESS MEETING
RICHMOND, VA
APRIL 27, 1985

Secretary's and Treasurer's Reports: Bro. Denis Sennett and Robert Sink presented their reports to the membership.

Election Results: The election results were announced to the membership.

Dues Increase: Bob Sink explained the financial reports, which had been distributed to the membership. After much discussion, it was moved and passed unanimously to increase dues to $10.

Arline Custer Award: Jacqueline Goggin was the recipient of this award, presented by newly-elected Chairperson Robert Morris.

Finding Aids Award: Mike Plunkett announced the following awards:

Collection Guide:	Diane Windham Shaw
Subject Guide:	Debra L. Newman
Special Access Guide:	Gary Saretzky
Special Mention Award:	Peter Wosh

Beginning next year, a monetary award will also be included.

Robert Morris then publicly thanked Bruce Ambacher for the wonderful job he did in leading the organization during his tenure as Chairperson. This sentiment was also expressed by the applause of the membership.

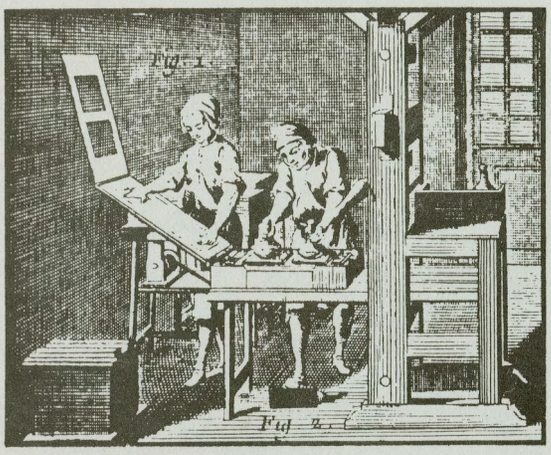
Greg Hunter made the following resolution:

Although Richmond still seems
in the throes of Reconstruction,
There is one thing all MARACians agree
we've had luck in:
This meeting's been grand,
So let's give a hand
To Jodi and Local Arrangements
An award winning production.

Adele Lerner made the following resolution:

There once was an Archival Philosopher
named Confucius
Who stated that conferences should
enlighten and amuse us.
So we gather today
Our respects to pay
To the Program Committee and its chair,
Lucious.

Respectfully submitted,
Bro. Denis Sennett, Secretary



PRESERVATION NEWS

The National Endowment for the Humanities has been reorganized and has established a new Office of Preservation which will have more funds available for projects specifically concerned with preservation. Harold Cannon is the new Director. New guidelines are to be drafted and coverage will be enlarged. The next deadline for application is December 1. Applications are invited, especially those for cooperative efforts and for the care of valuable collections. For more information, contact Dr. Cannon, National Endowment for the Humanities, Room 802, 1100 Pennsylvania Avenue, Washington, DC 20506; (202) 786-0570.

* * *

The Library of Congress has expanded the National Preservation Planning Office (NPPO) with the appointments of Merrily A. Smith and Carolyn Clark Morrow. Smith's responsibilities at NPPO will include developing the Preservation Reference Service and the Audio-Visual Loan Program, through which the Library provides information and teaching aids to other libraries, individuals, and professional groups; designing and conducting conferences, seminars, and workshops in preservation-related topics, both within the Library of Congress and in cooperation with other national and regional organizations; conducting the Preservation Office intern education program; and serving as contributing editor to the NPPO News, which is expected to debut this winter.

Morrow will coordinate the NPPO's publication program, which includes monographs, leaflets, audio-visual programs, and fact sheets on a variety of preservation topics; assume editorship of NPPO News; and develop the Library's participatory role in national cooperative microfilming projects. We look forward to the leadership role that the NPPO can provide in the preservation of our documentary heritage.

* * *

The Library Preservation Program: Models, Priorties, Possibilities, the proceedings of a conference jointly sponsored by the American Library Association and the Library of Congress, and edited by Jan Merrill-Oldham and Merrily Smith, has been published by the American Library Association, 1985 (LC 84-28270; ISBN 8389-3315-7; $8.95 paper). The conference, held in April 1983, brought together library directors and preservation administrators from major research libraries across the country to share their experiences. The papers cover both planning for preservation and funding. This was an important conference and the papers should be of considerable interest to archivists as well as librarians.

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The Council on Library Resources has named a 12-member Preservation Advisory Committee to help guide initial work on a long-term program to preserve the essential holdings of American Research Libraries. Billy Frye of the University of Michigan chairs this committee and Margaret Child of the Smithsonian serves as its coordinator. Activities included in the preservation program are the development of national strategies for preservation and an information program to help improve prospects for public support.

In a related effort, the Council is working with libraries in the mid-Atlantic states to explore the formation of a Mid-Atlantic Preservation Center. The Exxon Foundation has provided $1.2 million for the establishment of the facility, which will be owned and operated by research libraries and other repositories in the area. Donald Koepp, Princeton University Library, served as convenor of an Ad Hoc Steering Committee to consider first steps and gather the facts needed for preliminary planning.

* * *

The Conservation Center for Art and Historic Artifacts (CCAHA), 264 South 23rd Street, Philadelphia, PA 19103, has opened a Library and Archival Materials Section. Thanks to a grant from the William Penn Foundation, an area has been furnished with equipment that will allow the Center to treat both large quantities of manuscript and archival material and oversize items such as maps and posters The section is under the direction of Lois Olcott Price. Mary Schobert has joined the section.

* * *

The New Jersey Historical Commission's new grant-in-aid program made its first awards in March. Included in this program are awards for conservation. Libraries, museums, and historical societies received grants up to $2400 for such projects as the preservation of photographic collections, preservation microfilming, the deacidification of documents, and environmental control of a vault. This is a model program of small grants that other states should be encouraged to emulate.

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The theme of the Spring 1985 issue of New Jersey Libraries is "Preservation". Susan G. Swartzburg and Neha Weinstein of Rutgers served as editors. Preservation activities in the state are discussed, including the model microfilming and conservation program at the Morristown and Morris Township Free Public Library, written by Lois Densky of their Local History Department. The issue is available for $3.00 from Joyce Smothers, Ocean County Library, 101 Washington Street, Toms River, NJ 08753.

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Conservation and Preservation of Library Materials, by Jan Merrill-Oldham, Head of the Preservation Department at the University of Connecticut Libraries, is a detailed study of the problems involved with the care and handling of physical materials in a medium-sized academic library. Although originally intended to serve as the basis for developing a preservation program at the University of Connecticut, this document has broader value and serves as an excellent working model for institutions faced with similar problems. It is available for $10.00 plus $1 postage from the Preservation Department, Homer Babbage Library, Box U-5, University of Connecticut, Storrs, CT 06268.

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Conservation, Safety, Security, and Disaster Considerations in Designing New or Renovated Library Facilities at Cornell University Libraries, by Richard Strassburg, July 1984, is based upon a review of the 14 libraries at Cornell. Although it was written for Cornell's particular needs, other libraries will find it of considerable value in planning their own facilities. The price is $10.00 and is available from the Publications Committee, 015 Olin Library, Cornell University, Ithaca, NY 14853.

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The Preservation Committee, New York University Libraries, has prepared an excellent tool, Disaster Plan Workbook, which gathers together basic information and allows space for the individual institutions to fill in local information, such as names and telephone numbers of the staff, and location and inventory of emergency supplies. It covers emergency procedures for fire, flood, bomb threats, vandalism, rodents, insects, and mold, as well as what to do when the computer system fails, an aspect of emergency preparedness that is of growing interest to many of us. It is available for $10.00 from the Collection Management Office, 70 Washington Square South, New York, NY 10012.

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The American National Standard for Information Sciences, Permanence of Paper for Printed Library Material (ANSI Z39.48-1984), is available for $5.00 from the American National Standards Institute, Inc., 1430 Broadway, New York, NY 10018. It states that all publications printed on paper that meets the standard shall carry a statement of compliance. The National Information Standards Organization has designed a logo to identify paper conforming to the standard in the form of the symbol for infinity inside a circle.

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The Association of Research Libraries Office of Management Studies has recently issued two SPEC kits of particular interest to archivists. Collection Security in ARL Libraries, SPEC kit 100, includes two questionnaire forms, 10 policies and procedures, and two task force reports. Preservation Education in ARL Libraries, kit 113, contains preservation-related policy statements, examples of staff training materials, reader education, donor information, and descriptions of exhibits. The kit was developed to supplement the Resource Notebook on Preservation published as a part of the ARL Preservation Planning Program. #100 is available for $15 and #113 for $20, prepaid, from SPEC, Office of Management Studies, Association of Research Libraries, 1527 New Hampshire Avenue, NW, Washington DC 20036.

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The Rare Book and Manuscript Division of the American Library Association is taking an ever more active role in developing policies and is preparing a document dealing with the theft of library and archival materials. The Ad Hoc Curators/Conservators Relations Committee will deal with guidelines for dealing with the curatorial issues raised by conservators of rare book and archival materials.

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A continuing discussion concerning the merits and costs of the mass deacidification systems developed by the Library of Congress and Wei T'o® has appeared in the November, December, and March issues of College and Research Libraries News, vols. 45 and 46. Mass deacidification is of considerable importance to archivists and this debate is manditory professional reading.

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The Book and Paper Group of the American Institute for Conservation has published volume 3 of its

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Annual (1984), which is available from AIC, 3545 Williamsburg Lane, NW, Washington, DC 20008, for $15. The Annual, edited by Craig W. Jensen, provides a means for members of the conservation community to share ideas and experiences. Although the contributions are technical in nature, many archivists will want this volume.

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An informative discussion on photocopiers and photocopying, and the preservation aspect of this public service that libraries and archives provide, can be found in the "Preservation" column, edited by Ann Swartzell, RTSD Newsletter (Resources & Technical Services Division, American Library Association), 9:5, 1984, pp.51-52.

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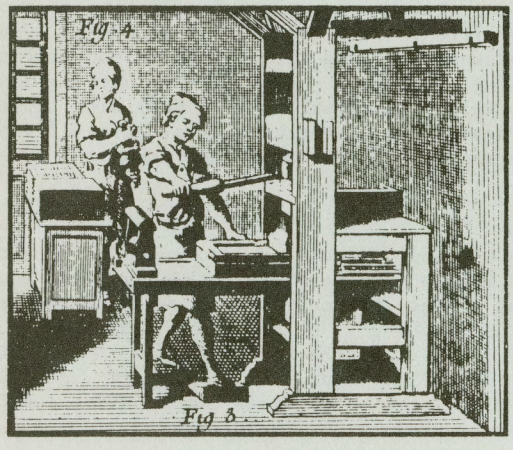
The Guild of Book Workers Supply List, 1985 edition, compiled by Bernadette G. Callery and Jean Gunner, is now available from the Guild, 521 Fifth Avenue, New York, NY 10175, for $12.50. It includes a list of supplies, and names and information about suppliers.

- Susan G. Swartzburg



STATE AND LOCAL NEWS

DELAWARE

The Delaware Bureau of Archives and Records Management (B/ARM) was recently awarded a grant by the National Endowment for the Humanities to publish a guide to the pre-1950 holdings of the State Archives. It will be a twenty-eight month project and will require the hiring of three staff members. The guide will be produced via a SPINDEX computer program developed by the National Archives.

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The B/ARM has recently opened an exhibit of its World War II-era photograph holdings at the Hall of Records in Dover. The exhibit will extend through August 1985.

NEW YORK

A trust fund has been created for New York City's Department of Records and Information Services. The new Archives, Reference and Research Fund will enable DORIS to receive proceeds from, for example, the sale of nonarchival collectible items and to use the interest generated by judicious investment for nonmandated but essential archival projects and related programs.

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Meeting informally since the winter of 1982, the Capital Area Archivists organization has recently approved a constitution and is preparing to elect its first officers. The group addresses the concerns of members in the Albany, Schenectady, Troy region and is open to any interested individual or organization. Until officers are elected, the group will be directed by Steering Committee members Robert Arnold, James Folts, Rue Moore, Elizabeth C. (Cam) Stewart, and Lucille Whalen. Anyone interested in more information may contact E.C. Stewart at the Rensselaer Polytechnic Institute Archives, Troy, NY 12180-3590; (518) 266-8340.

* * *

The New York State Archives has issued three new finding aids covering pre-1847 court records, selected records relating to New York's canals, and Civil War records. Requests should be addressed to the New York State Archives, State Education Department, 10A46 Cultural Education Center, Albany, NY 12230; telephone (518) 474-1195.

* * *

The State Archives has completed a report on its test of LS-2000, an integrated, microcomputer-based local library automation system marketed by Online Computer Library Center (OCLC), Inc. The Archives tested the system's usefulness for a variety of management tasks as well as for providing access to

holdings. The report describes the system's strengths and discusses areas where additional testing and development are needed to make it meet all the Archives' needs. Copies of the report have been distributed to all state archives and to others interested in archival automation. Additional copies and more information are available from Principal Archivist, Tom Mills.

PENNSYLVANIA

The Division of Archives and Manuscripts announced completion of the "County Records Planning Study: Records Storage Facilities" report, prepared for the State Archives by Gilbert Services, Inc. of Reading, PA. This records management study, which constituted phase two of the "Pennsylvania County Records Survey and Planning Study" project, was supported under a grant from NHPRC. Working with seven participating county governments, the consultant reviewed space that could be utilized in the courthouses or converted in vacated department stores or food chain stores within three miles of the courthouses. County plans, in those instances where "suitable" space was identified, include statements on suggested renovations, estimated costs, and floor drawings. Also described are three models -- a newly constructed facility, a renovated county office building records storage area, and a renovated commercial structure (a supermarket).

* * *

The Jewish Archives Center has relocated and is now known as the Philadelphia Jewish Archives Center at the Balch Institute, continuing to serve as the Jewish community's central repository for the papers, records and artifacts of individuals, agencies, organizations, and synagogues. The Center's holdings occupy spaces reserved for these materials in Balch's excellent archival and library facility in Center City. All existing and future materials donated to the Philadelphia Jewish Archives Center are owned by the Federation of Jewish Agencies as trustee for the Jewish community. The Balch Institute has undertaken the responsibility of administering the Center, on Federation's behalf, in concert with the Center's Advisory Board and with Federation's continuing subvention. This new arrangement will strengthen the programs of both the Archives Center and the Balch Institute and will promote the more effective collection and preservation of the Jewish community's invaluable records.

* * *

The Chester County Historical Society Museum and Library has announced expanded hours. The Society is now open Tuesday, Thursday, Friday, and Saturday, 10 am - 4 pm, and Wednesday, 1 - 8 pm. For further information, please contact the Society at 225 North High Street, West Chester, PA 19380; telephone (215) 692-4800.

* * *

The Pennsylvania caucus was informed of the completion of the State Records Survey, which still awaits publication. The Historical and Museum Commission is now working on the results of its NHPRC-funded survey of county court records, with specific attention to the problem of disposal. In MARAC-related business, convener Miriam Crawford announced that nominations for State Representative would be solicited from the caucus, and encouraged the submission of names to the Nominating Committee. Plans for the Fall meeting in Harrisburg were reviewed. The caucus then discussed the possibility of a state archival newsletter or yearly publication Other ways for creating a regular network of Pennsylvania archivists were mentioned. The subject will be brought up again at Harrisburg.

* * *

MARYLAND

The Maryland caucus met during the scheduled hour at the Richmond meeting. Topics discussed included: plans for the Spring 1987 MARAC meeting in Baltimore; suggested program topics for future caucus meetings; outreach activities for local historical societies as followup to the NHPRC survey conducted by the Maryland State Archives; and interaction with students and faculty of the University of Maryland's archival program. The caucus voted to introduce a resolution at the business meeting in support of a reduced membership rate for students.

* * *

WEST VIRGINIA

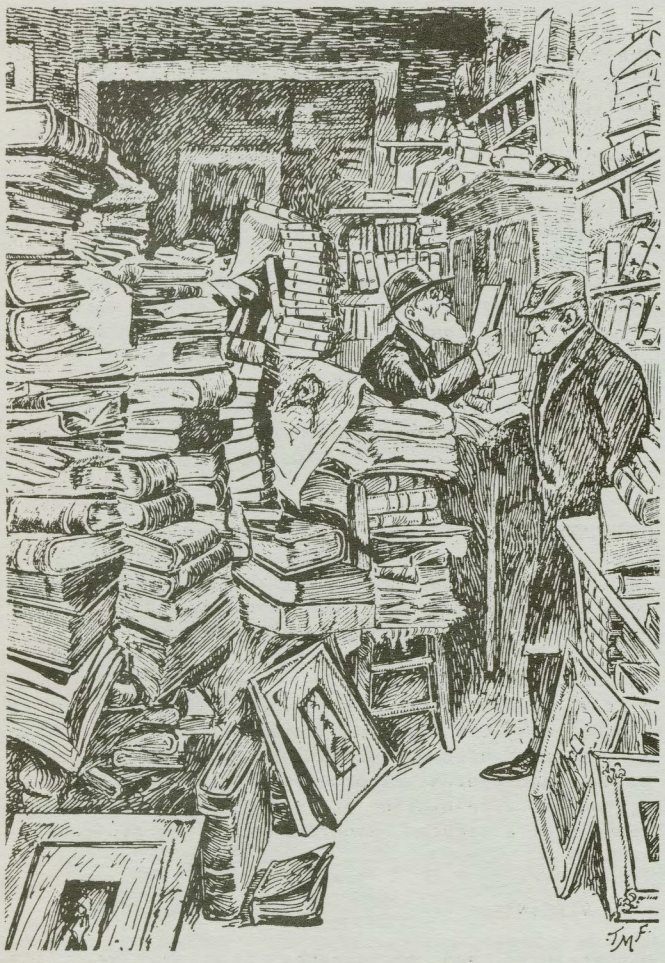
Manuscripts and photographs from Archives and History collections are part of an exhibit, sponsored by the Department of Culture and History, that opened at the Cultural Center in Charleston on March 9. The exhibit traces the history of the world's largest pottery, the Homer Laughlin China Company of Newell, WV, and its most famous product, Fiesta Ware.

* * *

The City of Charleston has received a grant from NHPRC to engage a consultant to assist its efforts to develop a records program and establish a city archives. The city hopes to make application during the next round of grants to gain funding for the arrangement, description, and microfilming of its historic records.

SALEM COLLEGE ACQUIRES RANDOLPH PAPERS

The Papers of Jennings Randolph have been donated to Salem College in Salem, West Virginia. The collection includes approximately 900 cartons of political and personal papers, 1934-1984. Also included are photographs and memorabilia. Randolph served in the US Senate from 1958 to 1985.



REFERENCE SHELF

TECHNOLOGY ASSESSMENT REPORT AVAILABLE

This report was prepared by the National Archives Research and Evaluation Staff and reprinted by the Association for Information and Image Management (AIIM). It examines three conversion technologies (speech pattern recognition, optical character recognition, and digital roster scanning) that might be used to convert paper-based holdings to an electronic storage form in order to ameliorate certain preservation problems, reduce storage space requirements, improve staff efficiency, and facilitate better public access to this material. The review of each technology is intended for non-technical readers and focuses on its history and development, how it works, general applications, an assessment of strengths and weaknesses, and recommendations. Available from AIIM Publications Sales, 1100 Wayne Avenue, Silver Spring, MD 20910. The cost is $15 plus $3 shipping and handling. Ask for Publication D 013, Technology Assessment Report.

* * *

Joseph W. Palmer, Directory of Oral History and Audiovisual Local History Resources in Public Libraries of New York State. This 183 page publication describes resources in 286 public libraries. It includes oral history tapes and transcripts, local history audio recordings, motion pictures, photographs, post cards, slides, slide tapes, stereo views, and video tapes. In addition, it contains references to descriptions of similar resources in historical societies and other repositories listed in the Cornell University HDI Guides to historical resources in New York State. Available from Dr. Joseph W. Palmer, School of Information and Library Studies, SUNY at Buffalo, Buffalo, NY 14260. To order, send $5 payable to U.B. Foundation.

* * *

Wendy White-Hensen, Archival Moving Image Materials: A Cataloging Manual. In an attempt to reconcile library cataloging methods with the principles of film and television archival control and documentation, this manual provides guidelines and intructions for the description of materials held by film and television archives. Such materials include motion pictures, news footage, trailers, outtakes, unedited footage, screen tests, training films, educational material, commercials, spot announcements, home movies, amateur footage, and television broadcasts. Available for $15 from the Library of Congress, Subscriber Accounts Unit, Cataloging Distribution Service, Washington, DC 20541. ISBN 0-8444-0478-0.

* * *

The Council on Library Resources has issued Videodisc and Optical Digital Disk Technologies and Their Applications in Libraries, a report by Information Systems Consultants, Inc. Commissioned to provide an overview of the potential of optical media for libraries, the report includes special emphasis on their use for preservation purposes. The study also explains the underlying principles of the technologies, the various forms in which they are marketed, production methods and costs, and the capabilities of each medium. Available for $6 from Council on Library Resources, 1785 Massachusetts Avenue, NW, Washington, DC 20036.

* * *

Michael Plunkett, A Guide to the Collections Relating to Afro-American History, Literature, and Culture in the Manuscript Department of the University of Virginia Library. This volume constitutes a comprehensive survey yielding 428 collections. The entries are arranged alphabetically and include a short description of each collection. The Guide is extensively indexed and is illustrated. It is available for $7.50 from the Manuscripts Department, University of Virginia Library, Charlottesville, VA 22901.

* * *

Karen D. Paul, Records Management Handbook for United States Senators and their Repositories, Washington, DC, US Senate Historical Office, 1985. Designed to facilitate and support basic senatorial office functions, the handbook also encourages senators to preserve their records for future historical research. Instructions are given on setting up files that segregate permanent records from transitory material and managing the disposition of automated files and information. The handbook also provides guidelines for the management of sensitive records, micrographics, and courtesy storage. To obtain a copy, contact the Historical Office, Office of the Secretary, US Senate, Washington, DC 20510.

* * *

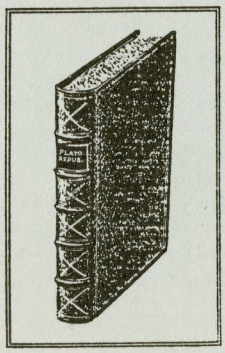
Three new volumes have been published on early photographic processes: The Albumen and Salted Paper Book by James M. Reilly, $9.95; The Ambrotype Old and New by Thomas Febdvebel, $9.95; and The Platinum Print by John Hafey and Tom Shillea, $14.95. They are available from: Order Department, T+E Center, Rochester Institute of Technology, One Lomb Memorial Drive, Rochester, NY 14623.

* * *

Complete illustrated instructions for constructing a clamshell box have been published in The Deckled Edge, vol. 5, no. 1 (Spring 1985). The article was compiled by Jane Dalrymple of Johns Hopkins University and includes detailed step-by-step instructions as well as a list of boxmaking supplies and suppliers. Available from Montgomery Phair, Co-Editor, Baltimore Area Conservation Group, 3217 St. Paul Street, Baltimore, MD 21218.

* * *

The Brown Book: A Directory of Preservation Information. Listings of 1000 organizations and individuals involved in preservation work; additional preservation information; and reading lists. Order from: Preservation Shops, National Trust for Historic Preservation, 1600 H Street, NW, Washington, DC 20006. Price: $17.95.



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NEH GRANTS AWARDED

DIVISION OF HISTORICAL AND CULTURAL AFFAIRS, Dover, DE. Support for the production of a guide to the holdings of the Delaware State Archives, which contains 10,000 cubic feet of records and manuscripts dating from the late 17th to mid-19th century.

WALTERS ART GALLERY, Baltimore, MD. Support for the completion of a catalog of early western European illuminated manuscripts. The medieval and Renaissance holdings form part of a major American collection of illuminated manuscripts.

NEW YORK ARCHIVAL SOCIETY, New York, NY. Support for the survey, appraisal, and accessioning of historically valuable records in approximately two dozen key departments and agencies of the City of New York.

MUSEUM OF THE AMERICAN INDIAN, New York, NY. Support for the development of a computerized catalogue of photographic collections.

COLUMBIA UNIVERSITY, New York, NY. Support for computerization of the catalog for the Oral History Archives and the creation of a computerized biographical index to this resource of recent American history.

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UNIVERSITY OF DELAWARE, Newark, DE. Support to inventory the newspaper resources of the state and enter bibliographic and holdings data into the OCLC/CONSER data base.

ROCHESTER INSTITUTE OF TECHNOLOGY, Rochester, NY. Support to develop improved American National Standards Institute test methods used to determine the archival quality of storage materials for photographic collections.

NEW YORK PUBLIC LIBRARY, New York, NY. Support for the accessioning of 20,000 linear feet of manuscripts and archives.

NHPRC GRANTS AWARDED

THE PEABODY INSTITUTE OF THE JOHNS HOPKINS UNIVERSITY, Baltimore, MD. Support for a two-year project to arrange and describe 760 linear feet of institute records dating from 1857 to 1977.

THE HENRY FRANCIS DU PONT WINTERTHUR MUSEUM, Winterthur, DE. Support to inventory 5,500 cubic feet of records of the nation's leading decorative arts museum. The project will lay the groundwork for a comprehensive records management and archival program for the museum.

THE INSTITUTE FOR ADVANCED STUDY, Princeton, NJ. Support for consultation to survey the institute's historical documents and to plan an archival program

THE BROOKLYN MUSEUM, Brooklyn, NY. Support for a two-year project to initiate an archival program.

NEW YORK CITY DEPARTMENT OF RECORDS AND INFORMATION SERVICES, MUNICIPAL ARCHIVES, New York, NY. Support to produce a reference microfilm of 44,000 photographic images of the city dating from 1900 to the 1940's.

AMERICAN FIELD SERVICE (AFS) INTERNATIONAL/INTERCULTURAL PROGRAMS, New York, NY. Support for consultation on establishing an archival program.

SOCIAL SCIENCE RESEARCH COUNCIL, New York, NY. Support for consultation to plan an archives.

THE UNIVERSITY OF MARYLAND, College Park, MD. Support for the publication of The Papers of Samuel Gompers.

PEOPLE

LOUIS R. HARLAN and EDWARD C. PAPENFUSE have been appointed to the National Historical Publications and Records Commission. Dr. Harlan has taught history at the University of Maryland since 1965. Dr. Papenfuse has been State Archivist and Commissioner of Land Patents of Maryland since 1975.

* * *

TIMOTHY D.W. CONNELLY and DONALD L. SINGER have joined the NHPRC Publications staff. Dr. Connelly's most recent position was with the Declassification Division at the National Archives. Dr. Singer has done both project and reference work in modern military records at the National Archives.

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DAVID WIGDOR has been named Assistant Chief of the Manuscript Division of the Library of Congress. He succeeds PAUL T. HEFFRON, who retired in September 1983.

* * *

The National Archives Training Committee has appointed LINDA HENRY as the archival training coordinator for the National Archives. Her responsibilities will include coordinating internal training courses for NARA archivists and archives technicians; serving as a resource person for information on the Career Intern Development System (CIDS) program, co-op programs, and internships for archivists; directing the Modern Archives Institute; and serving as Executive Secretary of the Training Committee.

* * *

JEAN R. ST. CLAIR retired last year as Archivist of the National Academy of Sciences in Washington, DC, and was succeeded as Archivist by DAVID J.E. SAUMWEBER, former Deputy Archivist of the NAS. Mr. Saumweber is a liaison member of the National Research Council's Committee on Preservation of Historical Records, currently advising the National Archives on the preservation of records in bulk.

* * *

BARBARA RUCH has been appointed Records Center Supervisor at the Albany County Hall of Records. Most recently, she was a Research Assistant with the City of Albany's Historic Sites Commission. Prior to that, Ms. Ruch was Deputy Historian for the Town of Colonie and Education and Promotion Coordinator for the Historic Albany Foundation.

* * *

The Commissioner of Educaton for New York State has appointed ROBERT W. ARNOLD III, Executive Director of the Albany County Hall of Records, to his Advisory Council on Conservation and Preservation of Library Research materials. The Council will assist in the development and operation of the grant program for conservation and preservation of research library materials.

* * *

Four conservators have recently joined the staff of the Document Conservation Branch of the National Archives: CATHERINE NICHOLSON was formerly with the National Museum of American History and the National Art Gallery; MARY LYNN RITZENTHALER directed the Society of American Archivists' conservation program; JERRI REYNOLDS served most recently at the Smithsonian Institution; CONSTANCE McCABE interned at the George Eastman House conservation laboratory in Rochester, NY.

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WESLEY SOLLENBERGER has been appointed as a librarian at the Chester County, PA, Historical Society.

* * *

ANNE S.K. TURKOS has been named Assistant Curator of the Historical Manuscripts and Archives Department, University of Maryland Libraries.

* * *

MARK FRAZIER LLOYD has been named University Archivist, University of Pennsylvania, succeeding FRANCIS JAMES DALLETT who retired last May.

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At the New York State Archives...

JUDITH FELSTEN, formerly of the Balch Institute, has been appointed Archivist II; BETH GOLDING, formerly of the Cornell University Archives and Manuscripts Department, has been appointed Archivist I; HENRY BELL and KEN BARTOWSKI have been appointed Conservation Technicians. BRUCE DEARSTYNE and TOM MILLS have been appointed Director of External Programs and Director of State Records Programs, respectively; these Archivist IV positions are the two senior managers in the State Archives. KATHLEEN ROE and JAMES FOLTS have been promoted to Archivist III, CHRISTINE WARD to Archives Conservation Specialist III. DAN LORELLO and ALAN KOWLOWITZ have been promoted to Archivist II, and STUART KOHLER to Archives Conservation Specialist II.

* * *

SYBIL MILTON has resigned as Chief Archivist of the Leo Baeck Institute in New York and is working as an independent archival and exhibit consultant, affiliated with the US Holocaust Memorial Council in Washington, DC.

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LINDA RESNIK has left the Public Broadcasting Service to become executive director of the American Society for Information Science in Washington, DC.

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At the National Archives...

VIRGINIA PURDY has been named to head NARA's new archives publications staff. WILLIAM H. CUNLIFFE has been named director of NARA's special archives division and STEVE BALLARD named director of NARA's NASA Appraisal Task Force.

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VALERIE A METZLER, formerly an archivist at the US Army Military History Institute in Carlisle, PA, is now an archivist with Kraft, Inc.

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LEONARD RAPPORT, who retired from the National Archives last October after 35 years, is working on a project sponsored by the American Historical Association, the Library of Congress, and Project 87 to collect contemporary documents of the Federal Convention of 1787 not included in Max Farrand's Records of the Federal Convention of 1787.

* * *

MARY BOCCACCIO has completed her work with the Jacob Javits Papers project at the State University of New York at Stony Brook and has accepted a position with the manuscripts department at East Carolina University. Her new address is: Manuscripts Department, Joyner Library, East Carolina University, Greenville NC 27834. Mary will continue as Book Review Editor for the mid-atlantic archivist.

* * *

EMPLOYMENT OPPORTUNITIES

SPECIAL COLLECTIONS COORDINATOR/ARCHIVIST. Northern Arizona University. Manages separate facility of 17,774 sq. ft., staff of three, collection of over one million items on Arizona, Colorado Plateau, Southwest. Administers rare, historical collections, manuscripts, photographs, and university archives. Qualifications: M.L.S. or subject master's in humanities/history/Southwest studies, or equivalent in training and experience; supervision, planning, and budgeting experience; special collections/archives management experience; research and grant-writing ability preferred. Salary: $25,000 minimum for 12-month contract. Send letter of application, resume, and names of three references to: Jean D. Collins, Director of Libraries, Box 6022, Northern Arizona University, Flagstaff, AZ 86011-0051. Application deadline: July 15, 1985.

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ARCHIVES CONSERVATION SPECIALIST, New York State Archives. Under the general supervision of an Associate Archivist (Conservation), has responsibility for operation of the State Archives conservation laboratory, including the facility design, equipment, and staffing. Performs highly skilled professional conservation tasks to preserve and protect historically significant documentary resources; works within broad policy guidelines to determine appropriate techniques, materials, and procedures for preservation treatment; trains and supervises conservation technicians and interns assisting in conservation procedures; and participates in workshops, demonstrations, and field services related to statewide conservation programs. Minimum qualifications: Bachelor's degree and three years of professional experience in conservation of archives material including one year as a conservator specializing in paper. A Master's degree in conservation of historical materials with specialization in paper can be substituted for two years of general experience. Salary: $23,903 annually with incremental increases to $28,334 during first three years. Send resume describing training and experience and providing the names of three references to: Larry J. Hackman, State Archivist, New York State Archives, Cultural Education Center, Albany, NY 12230; (518) 474-1195. Application deadline: July 30, 1985.

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PHOTO ARCHIVIST. Chester County Historical Society. Three-year grant funded position to organize the Society's photo collections. Photo archivist will be responsible for devising and implementing accessioning, cataloging, and retrieval systems for 40,000 - 60,000 photographs. Qualifications: undergraduate degree in American History or related field and formal course work in archival administration, or MLS with training and/or experience in photographic collections, or previous work experience with photographic collections. Microcomputer experience important. Starting salary $17,000 plus benefits. Send resume and references to: Rosemary B. Philips, Librarian, Chester County Historical Society, 225 North High Street, West Chester, PA 19380. EOE/AA.

* * *

PROJECT ARCHIVIST. Cooperative archives survey of Bucks County. To design and carry out a survey and prepare a guide to manuscript holdings of five historical organizations in Bucks County, PA. Project duration one year. Qualifications: BA in History or related field (MA preferred); training and experience in archival/manuscript management. Send resume and three references to Librarian, Bucks County Historical Society, Pine Street, Doylestown, PA 18901.

* * *

UNIVERSITY ARCHIVIST. Seton Hall University. Reporting to the Univeristy Librarian, the Archivist is responsible for surveying, appraising, collecting, preserving, organizing, and cataloging records of historical value to the University, as well as developing and implementing the records management program of the University. The University Archivist is also responsible for the Archivial collections of the Roman Catholic Archdiocese of Newark and the New Jersey Catholic Historical Records Commission. Qualifications: an appropriate Master's degree and professional certification in Archival administration. Salary is in the $18,000 range, commensurate with the qualfications. Address all inquiries and applications to: Rev. James C. Sharp, McLaughlin Library, Seton Hall University, South Orange, NJ 07079. EOE/AA.

* * *

PRESERVATION INTERN. New York Public Library, Conservation Division. Temporary for twelve months (including four weeks paid vacation; available February 3, 1986).

Under the general direction of the Chief of the Conservation Division and working with other administrative staff within the Library, the Intern will undergo a period of general orientation in the administration of the collection management and preservation programs of The Research Libraries. Upon completion of the orientation period, which includes required readings, the Intern will help plan and carry out a specific preservation project or projects. Attends meetings as appropriate; participates in workshops and staff training programs as required. Upon completion of the 11-month training period, the Intern will submit a written report evaluating the training experience. Salary: $22,630. Deadline for applications: September 1, 1985. Send letter of application and resume to Francine Feuerman, Personnel Representative, New York Public Library, Personnel Office, 12 East 41st Street, 5th Floor, New York, New York 10017.

* * *

ASSOCIATE ARCHIVIST, CIGNA Corporation. Bloomfield, Connecticut location. Responsibility includes appraisal, accessioning, processing, description, ensuring preservation and proper storage of archival records, and reference. Special attention will be devoted to collecting records that will document the history of the Connecticut General Life Insurance Company. Reports to the Corporate Archivist. Qualifications: Master's degree in historical studies, or business or information science with a concentration in history. At least three years of general archival experience, one year of the experience must include appraisal of business or institutional records. Salary: $20,000 minimum; excellent benefits. Send resume to: Claudette John, CIGNA Corporation Archives, 1600 Arch Street, Philadelphia, PA 19103. Application deadline: July 15, 1985.

Archivist

The World Bank, a leading international institution in the field of economic development with headquarters in Washington, D.C., invites applications from qualified men and women for the vacancy of Archivist in its Records Management Divisions.

The Records Management Division is responsible for developing and implementing policies and procedures for records management and document services throughout the Bank and its related organizations.

Within this context, the successful candidate would be required to conduct the Archives Program of the institution: i.e., appraising, accessioning, arranging, preserving, describing, and researching permanently the valuable records of the Bank and its related organizations. The incumbent would also be responsible for the Vital Records and Oral History programs of the Bank, as well as the management of its records center for the storage of less active records.

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2) *Thorough grasp of records management and archival techniques and processes;*
3) *At least five years' experience in the archives of an existing institution with supervisory responsibilities during at least part of that time;*
4) *Reading knowledge of French and Spanish;*
5) *Knowledge of development economics and modern economic history desirable;*

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The proposed changes in our constitution were accepted by the MARAC membership by mail ballot; 473 in favor, 6 against.

PUBLICATIONS AND MICROFILM
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Guide to Genealogical Sources at the Pennsylvania State Archives (#113), *by Robert M. Dructor* (1980). "To persons having ancestors in Pennsylvania–a must!"—*Southern Genealogist's Exchange Quarterly.* (129 pages, paper)
ISBN 0-89271-011X $5.00

A Manual of Archival Techniques (#114), *edited by Roland M. Baumann* (rev. ed., 1982). Custer Award winning guide for historical, educational and religious organizations. "A good introduction for the beginning archivist or nonarchivist."—*Manuscripts.* (150 pages, paper)
ISBN 0-89271-020-9 . . . . . .$4.90

Guide to the Record Groups in the Pennsylvania State Archives (#115), *by Frank M. Suran* (1980). (84 pages, paper)
ISBN 0-89271-007-1 . . . . . .$4.25

Guide to County and Municipal Records on Microfilm in the Pennsylvania State Archives (#176), *by Nancy L. P. Fortna* and *Frank M. Suran* (1982). (50 pages, paper)
ISBN 0-89271-022-5 . . . . . .$4.20

Descriptive List of the Map Collection in the Pennsylvania State Archives (#117), *by Martha L. Simonetti, edited by Donald H. Kent* and *Harry E. Whipkey* (1976). (178 pages, cloth)
ISBN 0-911124-84-5 . . . . . .$7.60

Guide to the Manuscript Groups in the Pennsylvania State Archives (#118), *by Harry E. Whipkey* (1976). (131 pages, cloth)
ISBN 0-911124-08-X $5.90

The Afro-American in Pennsylvania: A Critical Guide to Sources in the Pennsylvania State Archives (# 120), *by David McBride* (1979). (32 pages, paper)
ISBN 0-89271-001-2 . . . . . .$2.10

Oral History in Pennsylvania: A Summary Guide to the Oral History Collections of the Pennsylvania Historical and Museum Commission (#123), *by Matthew S. Magda* (1981). (30 pages, paper)
ISBN 0-89271-015-2 . . . . . .$1.50

Guide to the Microfilm of the Records of Pennsylvania's Revolutionary Governments, 1775-1790 (# 132, #133), (1978). (351 pages)
ISBN 0-911124-96-9 (paper, #132) $8.40
ISBN 0-911124-95-0 (cloth, #133) $10.15
Microfilm (54 rolls @ $17 each, with Guide) $918.00
Index: ISBN 0-89271-012-8
(77 pages, paper, #134). **$5.90**

Guide to the Microfilm of the Miscellaneous Manuscripts of the Revolutionary War Era, 1771-1791 (# 135), (1978). (22 pages, paper)
ISBN-0-911124-97-7. . . . . .$1.90
Microfilm (1 roll, with Guide) $17.00

Guide to the Microfilm of the Records of the Provincial Council, 1682-1776 (#137), (1966). Includes a chronological listing of the unbound manuscript executive and crown correspondence. (130 pages, cloth)
ISBN 0-911124-19-2. . . . . .$4.65
Microfilm (26 rolls @ $17 each, with Guide) $442.00

Guide to the Microfilm of the Baynton, Wharton and Morgan Papers (#138), (1967). Includes a listing of the Peter Baynton Papers, 1725-1745, and Baynton Family Papers, 1770-1827, neither of which are included in the microfilm. (29 pages, paper)
ISBN 0-911124-20-9 . . . . . .$2.55
Microfilm (10 rolls @ $17 each, with Guide) $170.00

Guide to the Microfilmed Harmony Society Records, 1786-1951 (#195), (1983). (60 pages, paper)
ISBN 0-89271-025-X $2.25
Microfilm (311 diazo positive rolls @ $8.50 each, with Guide) $2,643.50

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TIME VALUE MAIL

This newsletter was mailed the week of July 8th.

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The mid-atlantic archivist (maa) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators, of textual, audiovisual and related special research collections, and records managers; and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are $10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to maa for $10.00. Requests for back copies of maa ($1.25 each copy) and membership applications should be addressed to: Brother Denis Sennett, MARAC Secretary, Friars of the Atonement Archives, Graymoor, Garrison, NY 10524.

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